## Formatting data points

Modify the appearance of an individual data point such as a column or bar using the Data Point dialog. For most chart types, the dialog contains the same *Area*, *Transparency*, and *Borders* tabs as the Data Series dialog shown in Figure 92 on page 123. For line, scatter, net, and stock charts, the dialog contains the same options as the *Line* tab of the Data Series dialog shown in Figure 93 on page 124.

To format data points:

1) Enter edit mode by double-clicking the chart. The chart should now be surrounded by a gray border.

2) Click two times (but not too quickly) on the data point to be formatted. The data point will show square selection handles.

3) To open the Data Point dialog, do one of the following:

   – Go to **Format > Format Selection**.

   – Right-click on the data point and select **Format Data Point** in the context menu.

   – Click the **Format Selection** icon on the Formatting toolbar.

4) Apply formatting options as desired.

5) Click **OK** to close the dialog. If desired, click outside the chart to leave edit mode.

> **ⓘ Tip**
>
> As shown in Figure 95, hover the cursor over a data point to show the number of the data point, the number of the series, and the X and Y values of the data point.
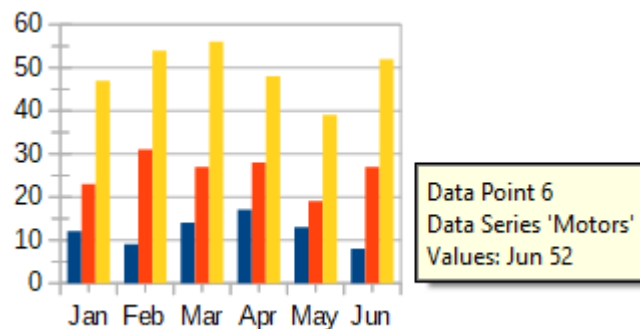


*Figure 95: Tooltip showing information about a data point*

# Axes

## Add or remove axis labels

Use the Axes dialog shown in Figure 96 to add or remove axis labels, such as numbers or categories. (To change the name of an axis, see "Titles, subtitles, and axis names" on page 114).

To use the Axes dialog:

1) Enter edit mode by double-clicking the chart. The chart should now be surrounded by a gray border.

2) Open the Axes dialog by doing one of the following:

   – Go to **Insert > Axes** on the Menu bar.

   – Right-click on the chart and select **Insert/Delete Axes** in the context menu.